

PERSONNEL COMMITTEE

11-0479R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF CRIMINAL INTELLIGENCE ANALYST INCLUDING A TITLE CHANGE TO CRIME AND INTELLIGENCE ANALYST AND SPECIFYING CONTRACT BENEFITS FROM SAME.

CITY PROPOSAL:

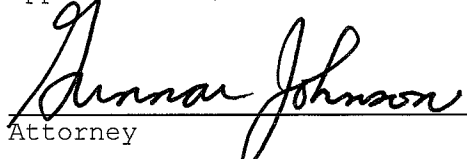
RESOLVED, that the proposed amendments to the specifications for the civil service of criminal intelligence analyst, including a title change to crime and intelligence analyst, which were approved by the civil service board on September 6, 2011, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining unit with its basic unit employees; and that the pay range for said classification shall be Range 131. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved for presentation to council:




Chief Administrative Officer/
Department Director

Approved as to form:



Attorney

Approved:



Auditor

HR TS:jy 9/12/2011

STATEMENT OF PURPOSE: This classification was changed in title, has been revised to better articulate the duties needed in the position; and to expand the minimum experience and education requirements that will allow the city to be better positioned to recruit candidates. There is no change in the rate of pay, which is Range 131, \$3,581 to \$4,213 per month.

CRIMINAL POLICE CRIME AND INTELLIGENCE ANALYST

PURPOSE: Under general supervision, To conduct research, interpret, prepare, analyze, and disseminate information relevant to actual and anticipated and perform analysis of criminal information relating to criminal activities and relationships, to increase the effectiveness of patrol deployment, crime prevention and leading to the apprehension and prosecution of criminal offenders.

FUNCTIONAL AREAS:

1. Research and analyze information relating to criminal activities and relationships.
 - * A. Research, collect, analyze, evaluate and compile data from a variety of sources to discover patterns, trends, and changes in criminal activity.
 - * B. Utilize and update various data-bases and software to analyze and interpret crime data related to crime series, patterns, and suspect profiles by retrieving, sorting, and entering information.
 - * C. Create reports on criminal activity, changing crime trends and patterns, and maintain case files for investigators.
 - * D. Develop and produce crime maps using geographic information systems (GIS) applications and conduct spatial analysis of crime data.
 - * E. Perform a variety of statistical analysis to develop statistical information indicating crime trends and patterns of criminal activity.
 - * F. Generate various reports, bulletins and maps identifying criminal activity, suspect information and crime trends for investigators.
 - * G. Provide regular statistical reports concerning crime activity in the agency's jurisdiction
 - * H. Organize and maintain manual information sources, files, and automated systems for storage and retrieval of data.
 - * I. Act as a liaison with internal and external groups/individuals to provide analytical assistance, collect and/or disseminate intelligence data, and share resources.
 - ~~* D.~~ * J. Use telephone toll analysis to plot telephone activity to determine size and location of criminal groups and individuals involved.
 - ~~* E.~~ * K. Conduct background research on criminals or suspected criminals under investigation to establish criminal profiles, including prior crimes, criminal relationships.
 - ~~* F.~~ * L. Research and analyze the flow of suspects' assets to determine flow of money going in and coming from the targeted person/group.
 - ~~* G.~~ * M. Create data tracking and association matrices, and hierarchical, link, and financial analyses of persons under investigation.
 - ~~* H.~~ Prepare graphs, charts (link analysis, event flow analysis, activity charting), tables and other illustrative devices for visual presentation of data.
 - ~~* I.~~ Develop statistical information indicating crime trends and patterns of criminal activity.
 - ~~* J.~~ Report findings to investigators.
 - ~~* K.~~ Organize and maintain manual information sources, files, and automated systems for storage and retrieval of data.
 - ~~* L.~~ Develop cross-referencing systems.
 - ~~* M.~~ Develop and maintain liaisons with other criminal justice personnel within and outside the department.
 - * N. Perform related tasks as assigned.

2. Perform administrative office duties.
- * A. Perform a variety of strategic and administrative duties relating to the systematic process of collecting, categorizing, analyzing and disseminating timely, accurate and useful information that describes crime patterns, trends and safety and compliance issues;
 - * B. Develop and maintain plans, policies, and procedures for all data applications.
 - * C. Responsible for identifying, prioritizing, and communicating all database and process issues that affect productivity and efficiency of the Department, as well as making recommendations and providing support for improvements.
 - * D. Prepare monthly progress report for unit department.
 - * E. Perform miscellaneous data entry.
 - ~~* A. Maintain the unit's buy fund and forfeiture fund.~~
 - ~~* B. Provide clerical/receptionist support for the unit.~~
 - ~~* C. Make travel arrangements for unit training.~~

JOB REQUIREMENTS

Education and Experience Requirements

- ◆ A. Bachelor's Degree in Criminal Justice, Public Administration, Computer Science, Mathematics, Statistics or a closely related field; or a minimum of three (3) years of experience in a law enforcement agency, with increasing responsibility for compiling and analyzing data;
- B. Training and/or certification in crime analysis methods, including Crime Analysis applications, Pen Link Telephone Toll Analysis, CrimeView and Intelligence Analyst Notebook; and ArcGIS or mapping software preferred;
- C. Prior experience in a law enforcement crime analysis capacity is preferred;
- D. Ability to obtain CJIS Certification within six (6) months by the date of appointment and maintain certification thereafter.

Knowledge Requirements

- ◆ A. Knowledge of research and data analysis methods and techniques.
- B. Knowledge of criminal justice and law enforcement.
- C. Knowledge of the investigative process in order to determine the data and analysis needed for support.
- D. Knowledge of research, investigation and analytical practices used in the acquisition and dissemination of criminal intelligence information.
- ◆ E. Knowledge of modern office practices and procedures.
- ◆ F. Knowledge of personal computer operation and associated software including spreadsheet, data-base, word processing and graphics.
- ◆ G. Knowledge of record keeping principles, records management systems, and procedures
- ◆ H. Basic-Advanced knowledge of statistics and analysis.
- I. Knowledge of geographic area.

Skill Requirements

- ◆ A. Skill in researching, gathering, organizing and analyzing data and drawing logical conclusions.
- ◆ B. Skill in identifying problems, analyzing alternatives and making viable recommendations.
- ◆ C. Skill in personal computer operation and in application of associated software.
- ◆ D. Skill in preparing clear and concise reports, letters, and memos.

4 Ability Requirements

- ◆ A. Ability to exercise sound judgment in safeguarding/disseminating confidential or sensitive information, and maintain confidentiality.
- ◆ B. Ability to collect, assemble, analyze and evaluate evidence, statistics and other pertinent information to draw logical conclusions in order to effectively solve crimes.
- C. Ability to read, understand, and interpret federal, state and local laws, regulations, policies and procedures pertaining to law enforcement and crime analysis.
- D. Ability to prepare graphs, charts, tables and other illustrative devices.
- E. Ability to communicate effectively orally and in writing.
- F. Ability to develop and maintain effective working relationships with department staff, other City employees, outside agencies, and the general public.
- ◆ G. Ability to maintain confidentiality.
- ◆ H. Ability to maintain detailed records.
- ◆ I. Ability to operate a variety of office equipment.
- ◆ J. Ability to attend training as required to become proficient in the use of specialized crime analysis software.

Physical Requirements

- ◆ A. Ability to sit for extended periods working at a computer.
- ◆ B. Visual acuity to prepare and analyze data and figures.
- ◆ C. Manual dexterity to use keyboard for the preparation of reports and other documents.
- ◆ D. Ability to talk and hear to obtain and provide information.
- ◆ E. Ability to occasionally lift and carry objects such as files, weighing up to 30 pounds.
- ◆ F. Ability to attend work on a regular basis.

*Essential functions of the position

◆‡Job requirements necessary on the first day of employment